

THE MATH AND SCIENCE EQUIPMENT GIFT PROGRAM
BETWEEN THE
U.S. DEPARTMENT OF ENERGY
AND
TENNESSEE STATE DEPARTMENT OF EDUCATION

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The Math and Science Equipment Gift Program
U.S. Department of Energy, Oak Ridge Operations (DOE ORO) and
Tennessee State Department of Education (TSDE)

I. Introduction

A. Purpose

This document establishes management policy for the U.S. Department of Energy, Oak Ridge Operations Office (DOE ORO), and the Tennessee State Department of Education (TSDE) with regard to the Math and Science Equipment Gift Program (hereafter referred to as “the Gift Program”).

B. Background

Executive Order 12999, dated April 17, 1996, supersedes Executive Order 12821, dated November 16, 1992. Section 2 and subsection 11(I) of the Stevenson-Wydler Technology Innovation Act of 1980, provides for the transfer of education-related Federal equipment to elementary and secondary schools. Executive Order 12999 defines educationally useful Federal equipment as computers and related peripheral tools (e.g., printers, modems, routers, and servers), including telecommunications and research equipment, that are appropriate for use in elementary, middle, or secondary school education. It shall also include computer software, where the transfer of licenses is permitted.

C. Scope

All public and non-profit private elementary and secondary schools are eligible recipients for excess or surplus property as it relates to the Gift Program. The intent of the Gift Program is to ensure to the maximum extent provided by law that eligible schools have the opportunity to receive needed equipment to promote math and science education. Property eligible for transfer will be in Condition Code 1 (new) and Condition Code 4 (useable) as defined in 41 CFR 102-36.240, and each line item will not exceed \$25,000 per recipient. Property other than Condition Code 1 and 4 is available upon request and with sufficient justification.

D. Gift Program Terms and Conditions

1. The Department of Energy agrees to provide the following (see Attachment D) excess and surplus education-related and Federal research equipment, as a gift, to Recipient, for the purpose of improving math and science curricula or for the conduct of technical and scientific education and research activities.
2. Title to the education-related and Federal research equipment shall vest with Recipient upon delivery of the Gift to Recipient and written receipt thereof provided to the contractor representing DOE ORO.

3. Recipient will be responsible for any repair and modification costs to any equipment received under this gift.
4. Recipient hereby releases and agrees to hold the Government, the Department of Energy, or any person acting on behalf of the Department of Energy harmless, to the extent allowable by the state law, for any and all liability of every kind and nature whatsoever resulting from the receipt, shipping, installation, operation, handling, use and maintenance of the education-related and Federal research equipment provided as a gift under this agreement.
5. Recipient agrees to use the gift provided herein for the primary purpose of improving the math and science curricula or for the conduct of technical and scientific education and research activities.
6. Recipient agrees to provide for the return of the equipment if such equipment, while still useable, has not been placed in use for its intended purpose within one year after receipt from the Department of Energy.

II. Parties Responsibilities

A. DOE and Its Designated Contractors:

1. Provide TSDE with current listings of excess property eligible for the Gift Program on Standard Form 120 (SF-120) and an Excel file listing the current eligible properties.
2. Designate location(s) at the respective contractor's holding areas for the Gift Program and ensure property is cleared for release to the public in accordance with procedures, including screening for radiological contamination. Each contractor will enforce a maximum of a 25-day holding/transfer processing period to allow for the coordination and subsequent pick-up of available property.
3. Contact the recipient school to coordinate the pick-up of property items after award.

B. Tennessee State Department of Education (TSDE):

1. Promote, advertise, and encourage maximum participation from eligible recipients. Develop a system to determine schools needs for math and science equipment, and prioritize schools based on equipment needs.
2. Upon receipt of SF-120s and the Excel file listing from DOE or its designated contractors, forward SF-120 and the Excel file to school directors of eligible schools. Schools identify property that they would like to acquire through the Math and Science Equipment Gift Program, and forward the annotated SF-120

and the completed Attachment B to TSDE. (Note: Every 10th SF-120 received will be provided to the Tennessee Coordinator for Private Schools by TSDE.)

3. Review all requests for available property and determine final award. Indicate on the SF-120 the recipient school and contact name. Fax SF-120 and completed Attachment B to the contractor.
4. Maintain a record of all awarded properties and provide information to the appropriate contractors as requested. Information will include the awarded property, awardee, SF-120, report number, agency number, acquisition value of awarded item, total line items awarded, and date of award. This information should be made available upon request from DOE ORO or its contractors.

III. Donations Through State Agency For Surplus Property

DOE and its designated contractors generate other types of excess property that may be required by eligible schools; however, they are not included under Attachment D and are not eligible for the Gift Program (i.e. furniture). The Federal Property Administrative Services Act of 1949, as amended, authorizes Federal agencies to donate surplus property to non-Federal recipients.

To obtain property that is not eligible under the provisions of the Gift Program, a GSA authorized screener (which is a full-time employee of TSDE) must “freeze” the property and coordinate with the State Department of General Services, Federal Property Utilization Division, 6500 Centennial Blvd., Nashville, Tennessee ((615) 350-3373) for transfer of property to occur. Once the transfer is approved, the property is removed, and title to the property is vested to the State or its designated recipient.

Attachment A
Contractor Contacts

The following is a list of current contractor points of contact for property availability and shipment:

Contractor	Name	Phone	Address
Bechtel Jacobs (East Tennessee Technology Park)	Debbie Ferguson	(865) 576-7311	P.O. Box 4699 Oak Ridge, TN 37831
BWXT Y-12	Jerry Stokes	(865) 241-4435	P.O. Box 2009 Oak Ridge, TN 37831
Oak Ridge Institute for Science and Education	Bill Price	(865) 576-3028	P.O. Box 117 Oak Ridge, TN 37831
UT-Battelle	Anna Martin	(865) 576-7610	P.O. Box 2008 Oak Ridge, TN 37831

Attachment B
U.S. Department of Energy

MATH AND SCIENCE EQUIPMENT GIFT PROGRAM FORM

Gift Report No. _____	TN Gift No. _____
School/Institution Name _____	
School/Institution Address _____	
City _____	State _____ Zip _____
Contact Name _____	
Contact E-mail _____	
Contact Phone No. _____	Fax: _____

Line Item(s) being awarded:	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>
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<p>I approved the release items to the recipient school as indicated above. The school is an eligible recipient and understands the guidelines for eligibility for the Math and Science Equipment Gift Program as authorized by the Department of Energy.</p> <p>TSDE Representative or Private Schools Coordinator Signature:</p> <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> <p>Date: _____</p>	
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Attachment C
Sample SF-120, Report of Excess Personal Property

PAGE 1 OF

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311		REPORT OF EXCESS PERSONAL PROPERTY		1. REPORT NO. 8947XX	2. DATE MAILED	3. TOTAL COST \$ 10,000.00
4. TYPE OF REPORT	(Check one only of "a," "b," "c," or "d")	<input checked="" type="checkbox"/> a. ORIGINAL <input type="checkbox"/> b. CORRECTED	<input type="checkbox"/> c. PARTIAL <input type="checkbox"/> d. TOTAL W/D	(Also check "e" and/or "f" if appropriate)		e. OVERSEAS f. CONTRACTORS INV
5. TO (Name and Address of Agency to which report is made) THRU State of TN Depart. of Education, Attn: Morgan Branch, 8th Floor 710 James Robertson Pkwy, Nashville, TN 37243-0379					6. APPROPR. OR FUND TO BE REIMBURSED (If any) N/A	
7. FROM (Name and Address of Reporting Agency) Site Address (UT-Battelle, ORISE, BJC, etc.)					8. REPORT APPROVED BY (Name and Title) Site Signature	
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) Name, (865) XXX-XXXX					10. AGENCY APPROVAL (If applicable) N/A	
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.) Same as Blocks 7 & 9					12. GSA CONTROL NO. N/A	
13. FSC GROUP NO.	14. LOCATION OF PROPERTY (If location is to be abandoned, give date) If different from Block 7 & 9		15. REIM.REQD YES NO		16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE 1/1/01

EXCESS PROPERTY LIST							
ITEM NO. (a)	DESCRIPTION (b)	COND (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
					PER UNIT (f)	TOTAL (g)	
0001	001 Computer, Personal IBM Model 286, SN -12345 Comment: These items are available for transfer under the DOE Math and and Science Equipment Gift Program. SAMPLE ONLY	4	ea	5	2000.00	\$10,000.00	n/a

Attachment D
Federal Supply Classification (FSC) Applicable to
the Math and Science Equipment Gift Program

FSC	DESCRIPTION
34	Metal Working Machinery
36	Special Industry Machinery
41	Refrigeration, Air Conditioning & Air Circulating Equipment
52	Measuring Tools
60	Fiber Optics Materials, Components, Assemblies, and Accessories
61	Electric Wire, and Power and Distribution Equipment
66	Instruments and Laboratory Equipment
67	Photographic Equipment
70	General Purpose ADPE (including firmware) Software, Supplies and Support Equipment
74	Office Machines, Text Processing Systems and Visible Record Equipment